



CITY OF GRANTS PASS
invites applications for the position of:

Superintendent - Fleet

SALARY: \$28.74 - \$36.37 Hourly
\$4,981.60 - \$6,304.13 Monthly
\$59,779.20 - \$75,649.60 Annually

OPENING DATE: 07/13/16

CLOSING DATE: 08/03/16 05:00 PM

SUMMARY OF POSITION:

The City of Grants Pass is looking to fill a Fleet Superintendent position for the Public Works Department. The ideal candidate will be highly organized, an effective communicator, experienced in managing multiple contracts and varied tasks, and have a strong leadership presence. The Superintendent will be approachable, effective under pressure, and will possess the ability to find appropriate solutions when issues arise.

The Superintendent is responsible for supervising staff and daily operations, prioritizing activities of the fleet program, and overseeing maintenance and repair of over 200 vehicles and equipment for Police, Fire and Public Works. The Superintendent will report to the Public Works Director and is responsible for the supervision of 3 full-time employees the

The position is responsible for supervising field operations, maintenance activities, and semi-skilled and skilled maintenance staff. Duties include participating in departmental, City and community meetings, overseeing preventative maintenance program; maintaining inventory and supplies used in vehicle and equipment maintenance including determining types and quantity levels of product. The Superintendent will be well versed in contract management; prepare the annual budget for Fleet Services including determining capital purchases and allocation of resources and make recommendations for vehicle replacement based on life expectancy, age and costs of vehicles.

The Superintendent will manage and evaluate safety, training, and security policies and procedures. Investigates accidents and claims and implements modifications as required. Conducts staff safety meetings and ensures safety inspections are conducted as required. Conforms with all safety rules and performs work in a safe manner. Ensures staff maintains a safe working environment and compliance with Federal, State, County and City health and safety guidelines and regulations.

Incumbents will be responsible to plan, prioritize, assign, supervise, and review the work of staff. Performs personnel duties such as selection, evaluation of performance, discipline, and termination of employees. Evaluates and makes effective recommendations in hiring and termination decisions. Counsels employees as appropriate. Provides career development opportunities for staff. Develops processes that involve employees in decision making. Implements and communicates goals and expectations for staff performance. Ensures appropriate training is provided.

MINIMUM QUALIFICATIONS:

Training and Experience:

An Associate's Degree and six years of directly related experience specific to Fleet Services and/or Public Works, two years of which must be supervisory or lead; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Licensing Requirements:

Oregon Driver's License- Class C

Knowledge & Skills Desired:

- Supervision/management theories, principles and practices;
- Effective and efficient public relations;
- Educational methods and instructional techniques;
- Personal computers and training requirements;
- OSHA safety and training requirements;
- Principals of asset management;
- Repair, maintenance and replacement of automobiles, light and heavy duty trucks;
- Facility maintenance operations;
- Repair and maintenance of automotive equipment;
- Operation of tools and equipment in area of expertise;
- Fleet management.

HOW TO APPLY:

Application materials must be turned in by the closing date in order to be considered for this position. Applications can be hand delivered, completed on-line, or mailed and post-marked by the application deadline. Applicants with minor errors on their application materials may be contacted for corrections. However, any application that is missing a cover letter, resume, or supplemental questionnaire will not be considered. No late, incomplete, or faxed applications will be accepted.

The required materials to be turned in by the application deadline for this recruitment are:

1. City Application
2. Supplemental Questionnaire
3. Cover Letter
4. Resume

RANKING AND SELECTION:

The ranking and selection of applicants to proceed in the process includes: experience, education, responses to supplemental questionnaire, and meeting minimum qualifications of the position. The selection process for this position includes the following steps: application review, oral interview and possible testing, tentative offer, driving and criminal history check, full background investigation, reference check, pre-employment physical examination, drug testing, and final offer of employment.

All candidates will be notified of the status of their application after the closing date.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.grantspassoregon.gov>

101 N.W. "A" Street
Grants Pass, OR 97526
541-450-6050
541-450-6000

humanresources@grantspassoregon.gov

Position #16-18
SUPERINTENDENT - FLEET
AS

Superintendent - Fleet Supplemental Questionnaire

* 1. Explain what prompted you to apply for this position.

* 2. How many years of experience do you have in Fleet Management and/or Public Works?

- * 3. Please describe your experience with Fleet Management and/or Public Works.
- * 4. Give a specific example where you were faced by a challenging problem in Fleet Management and how you were able to overcome it.
- * 5. How do you define leadership?
- * 6. Please describe your level of Supervisory experience.
- * 7. What is your highest level of education?
 - ☐ High School Diploma or GED
 - ☐ Associate Degree
 - ☐ Bachelor Degree
 - ☐ Master Degree
- * 8. I certify that each of the answers given above is correct and true to the best of my knowledge. I understand that any untruthfulness on this form will be grounds for subsequent disqualification or dismissal in the event that I am hired for the position of Superintendent.
 - ☐ Yes ☐ No

* Required Question

101 Northwest A Street
Grants Pass, Oregon 97526
541-450-6000

For Office Use Only # _____
Date _____
Application Reviewed _____

Employment Application

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

POSITION APPLIED FOR: _____

PLEASE PRINT OR TYPE CLEARLY:

Last Name	First	Initial	
Street Address	City & State	Zip	
Mailing Address	City & State	Zip	
Telephone Home	Work	Cell	Message
Electronic Mail Address	Driver's License Number/ State Issued / Expiration Date		
Best way to reach you? Home Phone Cell Phone E-mail			
Nickname or preferred name			

Answer all of the questions listed below:

1. Are you 18 years of age or over? Yes No
2. If applying for a sworn Police Officer position, are you 21 years of age or over? Yes No
3. Can you demonstrate that you are a Citizen of the United States or that you are legally authorized to work in the United States? Yes No
4. Have you previously been employed by the City of Grants Pass? Yes No
If so, when and what position/s? _____

5. Have you ever been a member of a State of Oregon Public Employees Retirement System (PERS or OPSRP)? Yes No
7. Do you have any relatives working here? Yes No

8. Do you have a High School Diploma? Yes No

Name of School	Location (City & State)

9. If not, do you have a General Equivalency Degree/Certificate? (GED) Yes No

Name of School	Location (City & State)

Skills and Abilities:

Using a scale of 0 to 5 (0 is low and 5 is high) please indicate your skill level for the following:

_____ Typing / Keyboarding (____wpm)	_____ Computer Use
_____ Email	_____ Internet Use
_____ Microsoft Office Applications	_____ Multi-Line Phone
_____ 10-Key	_____ Spreadsheet Software
_____ Public Speaking	_____ Interpersonal Communication Skills
_____ Defensive Driving	_____ Other _____

List any special training, certificates, professional, vocational licenses, registrations, languages, or additional job-related skills specific to the position you are applying for:

Education / Specialized Training:

List additional Education beyond High School (college, universities, military schools, trade schools etc).

Name of School	Location (City & State)	Major	Credits Completed	Certificates or Degrees

Employment History:

Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment. A resume will not be accepted as a substitute for employment history.

Job Title _____ Start Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving : _____

Job Title _____ Start Date _____ End Date _____

Employer _____ Address _____

Phone _____ Direct Supervisor _____

Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No

Starting Salary _____ Ending Salary _____

Duties/Responsibilities _____

Reason for leaving: _____

Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Starting Salary _____ Ending Salary _____		
Duties/Responsibilities _____		
Reason for leaving : _____		
Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Starting Salary _____ Ending Salary _____		
Duties/Responsibilities _____		
Reason for leaving : _____		
Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Starting Salary _____ Ending Salary _____		
Duties/Responsibilities _____		
Reason for leaving : _____		

If more space required for Employment History, please attach an additional sheet.

AGREEMENT: I understand any misrepresentation or deliberate omission may be justification for termination or refusal of employment. I agree to undergo psychological screening (when applicable), physical examination and drug screening. I fully understand employment is contingent upon meeting the City's physical requirements. (Note: Physical requirements will be assessed only as they relate to the position applied for. The City does not discriminate on the basis of handicap.) Candidates unsuccessful in any part of the testing process may reapply to test for future openings after waiting six months, unless it was for failure to pass the background or psychological examination, which requires the applicant to wait to retest for three (3) years. I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE THE CITY TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Please read the above and sign _____
Signature
Date

CITY OF GRANTS PASS

AFFIRMATIVE ACTION QUESTIONNAIRE

NOTE TO APPLICANT: The City of Grants Pass is an equal opportunity employer. For the purposes of satisfying State and Federal requirements, your cooperation in volunteering the following information is appreciated. This form will be removed from your employment application and kept separate and confidential.

Name: _____

Position Applied For: _____

Age: _____

Gender: Male ☐ Female ☐

Please check the appropriate box:

Ethnic Origin (select one):

- ☐ **White** (not of Hispanic origin)- having origins in any of the original peoples of Europe, North Africa or the Middle East.
- ☐ **Black** (not of Hispanic origin)- having origins in any of the Black racial groups of Africa
- ☐ **Hispanic**- all peoples of Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin regardless of race.
- ☐ **Asian or Pacific Islanders**- having origins in any of the original peoples of the Far East, southeast Asia, Indian subcontinent or the Pacific Islands.
- ☐ **American Indian or Alaskan Native**- having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Optional Survey:

I learned about this position through the following source(s):

- ☐ Newspaper (please specify) _____
- ☐ Organization or Group (please specify) _____
- ☐ Newsletter or Journal (please specify) _____
- ☐ City Employee ☐ Employment Office
- ☐ City Web Site ☐ Other (please specify) _____